

To : Administrative Officers

Date: 20 February 1951

From : Chief, Personnel Division (O)

Subject: Use of Position Numbers on Personnel Action Requests

1. Effective immediately, Personnel Action Requests (Form 37-3), when submitted to the appropriate Personnel Division, must include, under remarks, the number of the position with which the action is concerned. In those cases where more than one position is involved (example -- the transfer of an employee within the organizational jurisdiction of the initiating office), the position number from and to which the employee is transferred must be indicated.

2. To facilitate a punched card "Personnel Position Control" procedure, each approved T/O position has been assigned a "position number". "Position numbers" with decimals should not be confused with bureau numbers with decimals. (Bureau numbers are assigned to positions officially and finally approved by the Classification Division.) Bureau numbers with decimals indicate that the positions are identical in duties and responsibilities. The "position number", with or without decimals, simply identifies a position by number rather than by title and does not under any circumstance relate to the duties and responsibilities of the position.

3. Each office will benefit through this procedure by receiving a monthly Position Control Report, which will list each approved T/O position, and show for each position:

Table of organization title
Table of organization grade
Grade held by incumbent
Name of incumbent or vacancy
Date and type of last personnel action
Salary of incumbent
Position number

The report will be maintained on a current basis and will reflect all table of organization changes and personnel actions completely processed during the month.

Machine Records will furnish the Personnel Office with reports for all offices, which will become the Position Control Record for the Agency. Accordingly, the records of each office will be in agreement with the Agency record.

4. Continue indicating Bureau number.


Chief, Personnel Division

STATINTL